



DEPARTMENT OF THE NAVY
DIRECTOR, SPACE AND NAVAL WARFARE
INFORMATION TECHNOLOGY CENTER
2251 LAKESHORE DRIVE
NEW ORLEANS, LA 70145-0001

SPAWARINFOTEHCENINST 12700.1
ITC00L

27 Mar 2003

SPAWARINFOTEHCEN INSTRUCTION 12700.1

Subj: ALTERNATIVE DISPUTE RESOLUTION (ADR) PROGRAM

Ref: (a) HRONOLAINST 12700.1

Encl: (1) Alternative Dispute Resolution Policy Statement

1. Purpose. To provide the Director, Space and Naval Warfare Systems Command Information Technology Center (SPAWARINFOTEHCEN) ADR policy statement and program guidance.

2. Scope. This instruction applies to SPAWARINFOTEHCEN personnel (to include SPAWARINFOTEHCEN Detachment personnel).

3. Background. The Human Resources Office New Orleans (HRONOLA) published reference (a) for use by their command and customer activities. In lieu of publishing a separate ADR instruction, SPAWARINFOTEHCEN has determined to use reference (a) as command policy and procedures.

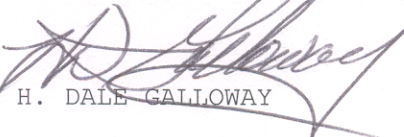
4. Action

a. SPAWARINFOTEHCEN (ITC122) will ensure enclosure (1) is posted in all common areas.

b. Personnel will decide whether or not to use ADR as an option to resolve complaints, grievances, and other workplace disputes as opposed to formal processes, when offered and following the guidance of reference (a).

c. Reference (a) is available on the HRONOLA Home page at <http://www.hro.nola.navy.mil> and click on their instructions or <http://www.hro.nola.navy.mil/Instructions/HRONOLAINST%20127001.doc>.

d. Military members shall use their chain of command for informal resolution of complaints, as opposed to the more formal processes contained in the applicable articles of the Uniform Code of Military Justice (UCMJ).


H. DALE GALLOWAY

Distribution: (SPAWARINFOTEHCENINST 5218.1A)
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ALTERNATIVE DISPUTE RESOLUTION POLICY STATEMENT

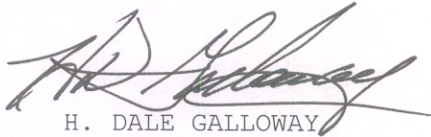
As Director, Space and Naval Warfare Systems Command Information Technology Center, I hereby affirm my support of the Alternative Dispute Resolution (ADR) Program.

ADR offers an opportunity to resolve workplace disputes creatively and effectively in a non-threatening way, and can result in savings in time, energy, and expense associated with protracted conflict and litigation.

The Navy is facing challenging times that require us to be more effective and efficient with the resources we have. We must commit ourselves to preventing disputes when possible, resolving disputes when appropriate, and fostering an environment which managers, supervisors, and employees use ADR effectively to resolve problems.

ADR is not a substitute for existing administrative or appellate processes such as the discrimination or grievance processes. It does, however, supplement these processes. If the dispute is not resolved through ADR, the individual retains the right to pursue redress through the appropriate process.

I strongly support use of ADR to resolve workplace disputes. All managers, supervisors, and employees are encouraged to use ADR in appropriate circumstances and to cooperate fully with ADR Program officials, to include participation in mediations, to resolve disputes within this organization.



H. DALE GALLOWAY

Enclosure (1)